



Cash Receipts and Deposits

Chapter 4: Create Single Deposit Slips

- 4-1 Create ZD Deposit Document – Transaction FB50**
- 4-2 Create and Print Deposit Slip – Transaction ZBCJ**

Chapter 4

Cash Receipts & Deposits

Topic 4-1

CREATING SINGLE DEPOSIT SLIPS

Create ZD Deposit Document – Transaction FB50

The State Treasurer requires a single deposit slip for each Electronic Fund Transfer that is expected into their account. To accommodate this requirement, General Ledger Transaction FB50 with document type ZD is used to create a separate deposit slip for each instance.

The FB50, ZD document type transaction can also be used if an additional check is received that must be deposited after the normal daily deposit has been printed and submitted to the Treasury.

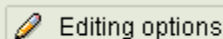
Topic 4-1

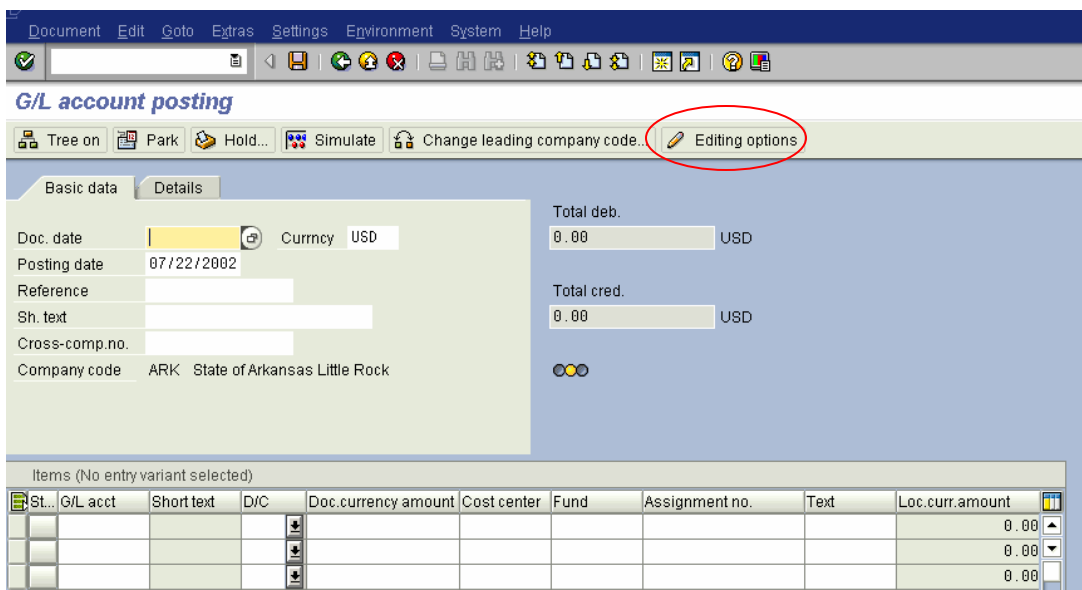
CREATING SINGLE DEPOSIT SLIPS

Create ZD Deposit Document – Transaction FB50

1. In FB50, change the Document type to ZD to begin this transaction. If your AASIS FB50 screen does not allow entry of Document type you will execute the following steps to change your Editing Options only one time:

At the FB50 screen select EDITING OPTIONS:

 Editing options

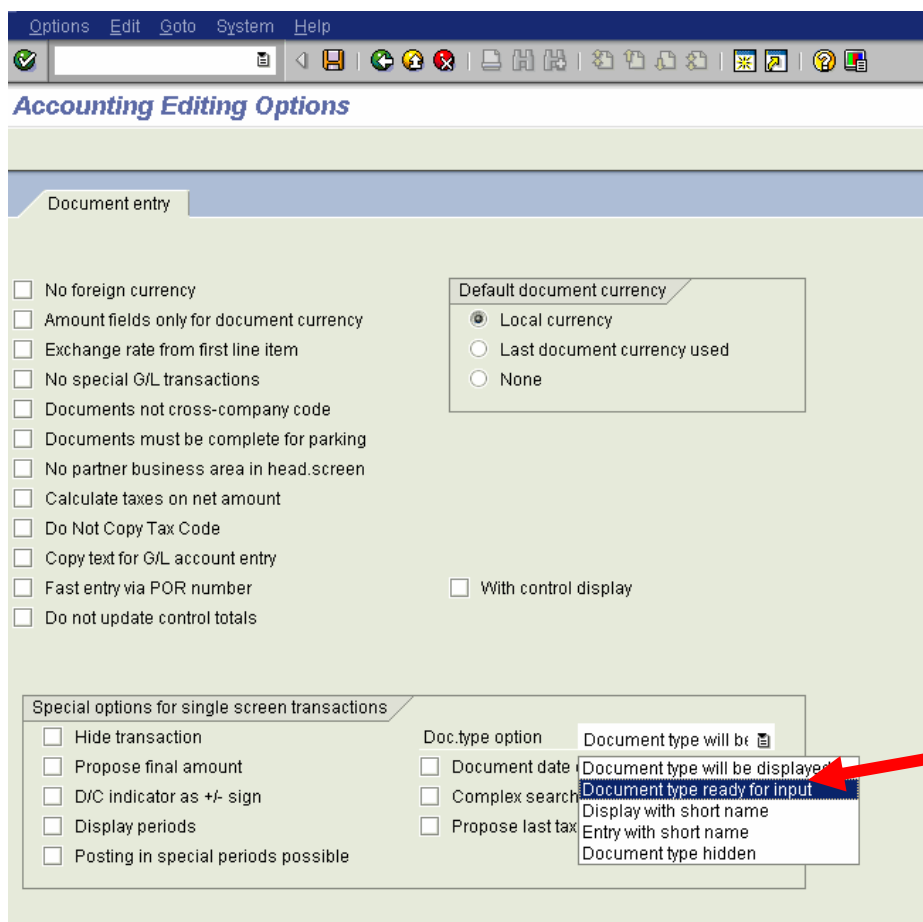


The screenshot shows the AASIS FB50 screen. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for document management. The main window is titled 'G/L account posting' and has a toolbar with buttons for Tree on, Park, Hold..., Simulate, Change leading company code..., and Editing options (circled in red). The 'Basic data' tab is active, showing fields for Doc. date, Posting date (07/22/2002), Reference, Sh. text, Cross-comp.no., and Company code (ARK State of Arkansas Little Rock). The 'Details' tab is also visible. On the right, there are fields for Total deb. (0.00 USD) and Total cred. (0.00 USD). At the bottom, there is a table titled 'Items (No entry variant selected)' with columns: St..., G/L acct, Short text, D/C, Doc.currency amount, Cost center, Fund, Assignment no., Text, and Loc.curr.amount. The table has three rows, all with a Loc.curr.amount of 0.00.

Topic 4-1

CREATING SINGLE DEPOSIT SLIPS

Create ZD Deposit Document – Transaction FB50



Options Edit Goto System Help

Accounting Editing Options

Document entry

☐ No foreign currency
☐ Amount fields only for document currency
☐ Exchange rate from first line item
☐ No special G/L transactions
☐ Documents not cross-company code
☐ Documents must be complete for parking
☐ No partner business area in head.screen
☐ Calculate taxes on net amount
☐ Do Not Copy Tax Code
☐ Copy text for G/L account entry
☐ Fast entry via POR number
☐ Do not update control totals

Default document currency

☒ Local currency
☐ Last document currency used
☐ None

☐ With control display

Special options for single screen transactions

☐ Hide transaction
☐ Propose final amount
☐ D/C indicator as +/- sign
☐ Display periods
☐ Posting in special periods possible


Doc.type option

☐ Document date
☐ Complex search
☐ Propose last tax


Document type will be

☐ Document type will be displayed
☒ Document type ready for input
☐ Display with short name
☐ Entry with short name
☐ Document type hidden

2. Click on the Doc type option drop down and select “Document type ready for input.”

3. Click on the “Save” disk. 

You will receive a message:

 The options were entered in the user master record

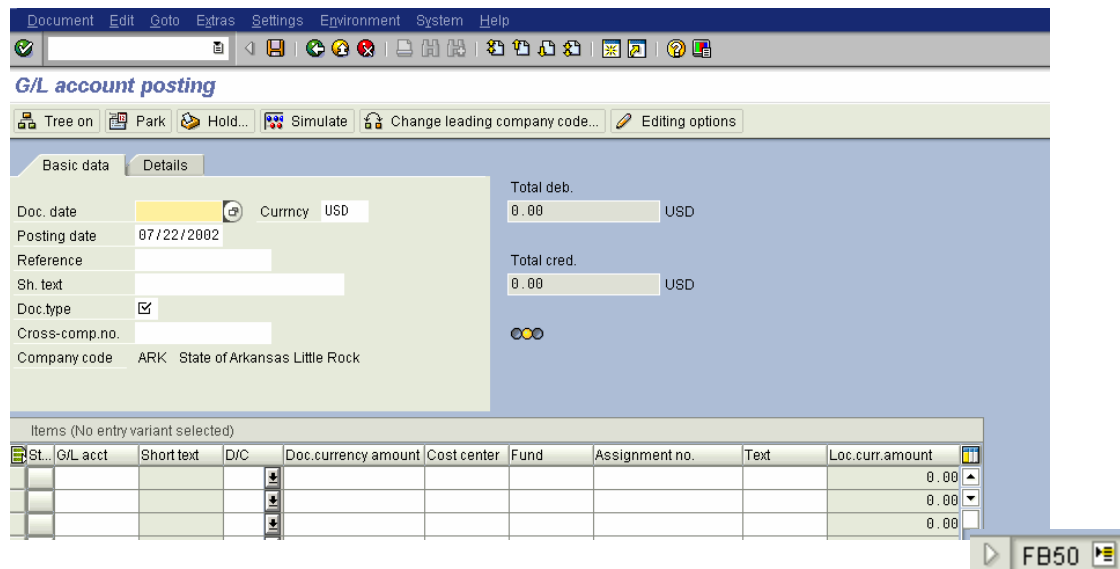
4. Green Arrow back. 

Note: Document type is a required field on the FB50 transaction. Failure to perform these steps will prevent all posting in the FB50 transaction.

Topic 4-1

CREATING SINGLE DEPOSIT SLIPS

Create ZD Deposit Document – Transaction FB50



Document Edit Goto Extras Settings Environment System Help

G/L account posting

Tree on Park Hold... Simulate Change leading company code... Editing options

Basic data Details

Doc. date Currency USD

Posting date 07/22/2002

Reference

Sh. text

Doc.type

Cross-comp.no.

Company code ARK State of Arkansas Little Rock

Total deb. 0.00 USD

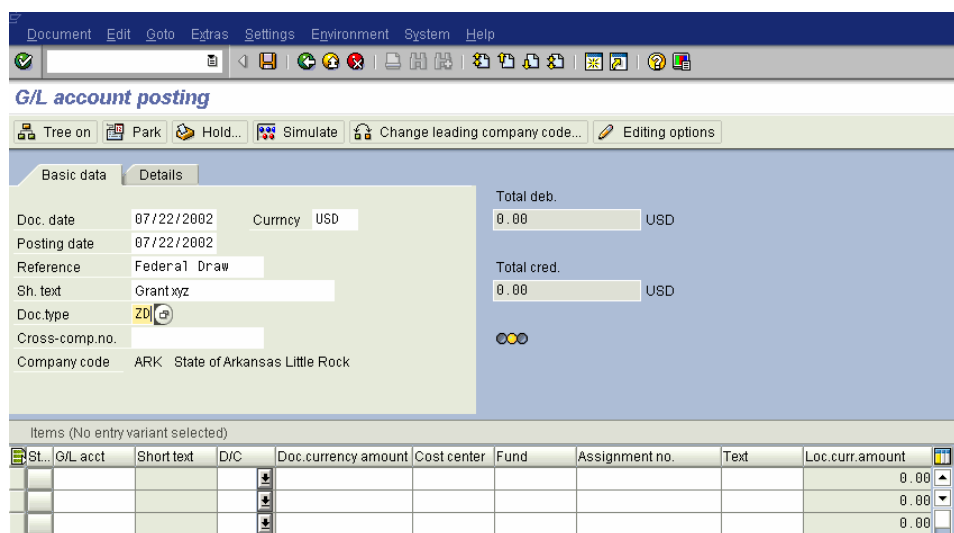
Total cred. 0.00 USD

Items (No entry variant selected)

| St... | G/L acct | Short text | D/C | Doc.currency amount | Cost center | Fund | Assignment no. | Text | Loc.curr.amount |
|-------|----------|------------|-----|---------------------|-------------|------|----------------|------|-----------------|
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |

FB50

5. Re-start Transaction FB50 and Doc. type will appear.



Document Edit Goto Extras Settings Environment System Help

G/L account posting

Tree on Park Hold... Simulate Change leading company code... Editing options

Basic data Details

Doc. date 07/22/2002 Currency USD

Posting date 07/22/2002

Reference Federal Draw

Sh. text Grant xyz

Doc.type ZD

Cross-comp.no.

Company code ARK State of Arkansas Little Rock

Total deb. 0.00 USD

Total cred. 0.00 USD

Items (No entry variant selected)

| St... | G/L acct | Short text | D/C | Doc.currency amount | Cost center | Fund | Assignment no. | Text | Loc.curr.amount |
|-------|----------|------------|-----|---------------------|-------------|------|----------------|------|-----------------|
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |

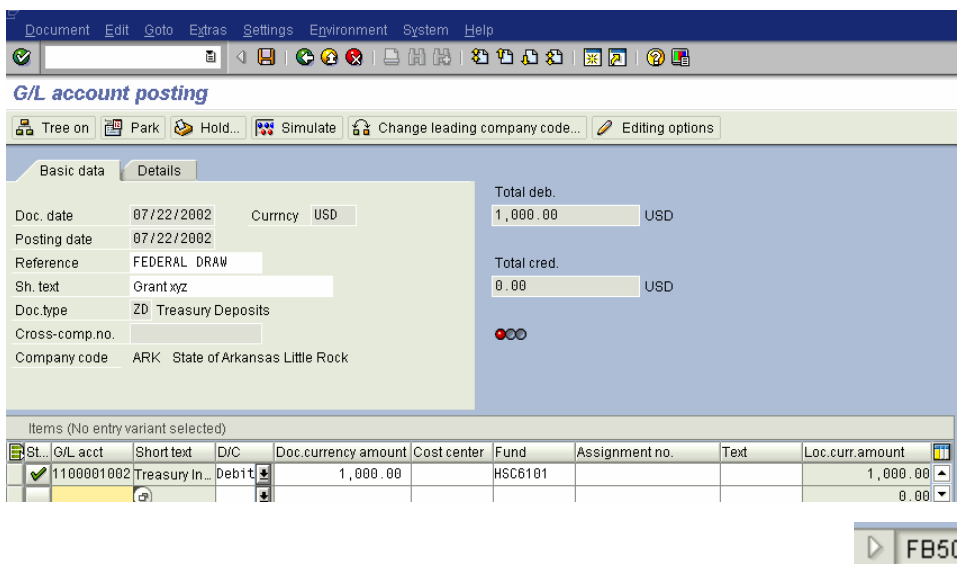
6. On Basic data tab, enter Doc. date and Doc. type ZD.

Sh(ort) text field is required and should be used to enter identifying reference text.

Topic 4-1

CREATING SINGLE DEPOSIT SLIPS

Create ZD Deposit Document – Transaction FB50



Document Edit Goto Extras Settings Environment System Help

G/L account posting

Tree on Park Hold... Simulate Change leading company code... Editing options

Basic data Details

Doc. date 07/22/2002 Currency USD

Posting date 07/22/2002

Reference FEDERAL DRAW

Sh. text Grant xyz

Doc. type ZD Treasury Deposits

Cross-comp. no.

Company code ARK State of Arkansas Little Rock

Total deb. 1,000.00 USD

Total cred. 0.00 USD

Items (No entry variant selected)

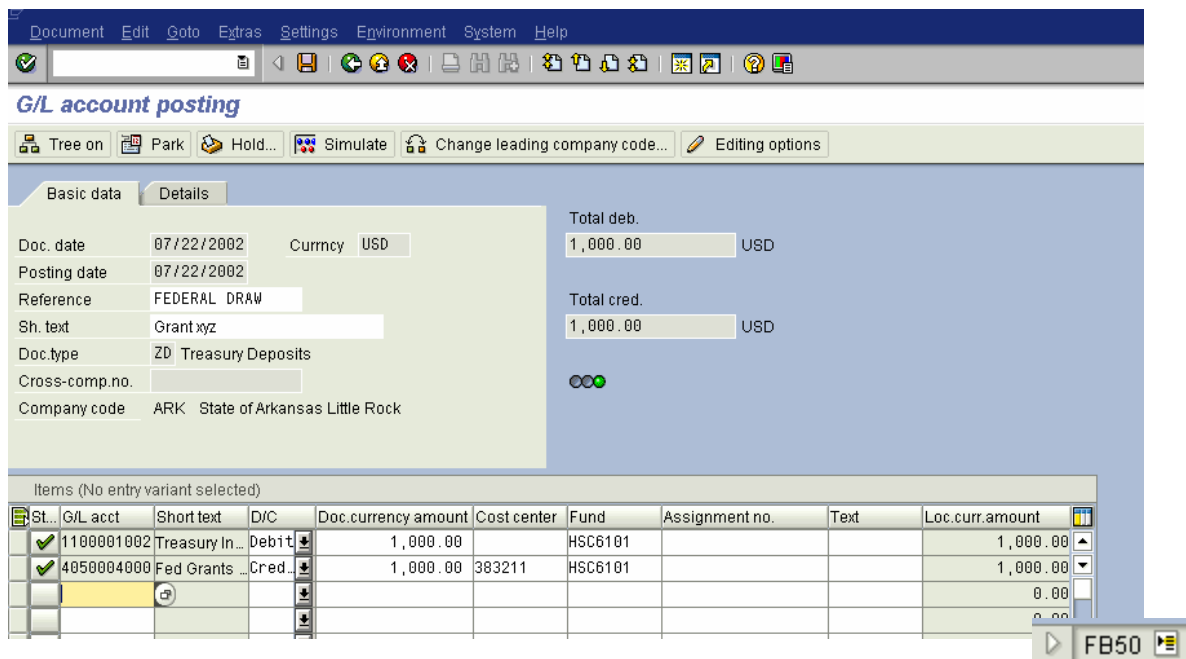
| St... | GL acct | Short text | D/C | Doc. currency amount | Cost center | Fund | Assignment no. | Text | Loc. curr. amount |
|-------|------------|----------------|-------|----------------------|-------------|---------|----------------|------|-------------------|
| ✓ | 1100001002 | Treasury In... | Debit | 1,000.00 | | HSC6101 | | | 1,000.00 |
| | | | | | | | | | 0.00 |

FB50

7. Under Items, Line 1, Enter GL Account: Treasury EFT Incoming 1100001004.
8. Enter Debit under D/C field.
9. Enter amount of deposit in Amount field.
10. Enter the fund deposit is to be made in Fund field.

NOTE: Each transaction must contain a debit and a credit in the same fund and cost center for the entry to be completely in balance.

Topic 4-1 **CREATING SINGLE DEPOSIT SLIPS** **Create ZD Deposit Document – Transaction FB50**



G/L account posting

Tree on Park Hold... Simulate Change leading company code... Editing options

Basic data **Details**

Doc. date 07/22/2002 Currecy USD
Posting date 07/22/2002
Reference FEDERAL DRAW
Sh. text Grant xyz
Doc. type ZD Treasury Deposits
Cross-comp. no.
Company code ARK State of Arkansas Little Rock

Total deb. 1,000.00 USD
Total cred. 1,000.00 USD

Items (No entry variant selected)

| St... | G/L acct | Short text | D/C | Doc. currency amount | Cost center | Fund | Assignment no. | Text | Loc. curr. amount |
|-------|------------|----------------|-------|----------------------|-------------|---------|----------------|------|-------------------|
| ✓ | 1100001002 | Treasury In... | Debit | 1,000.00 | | HSC6101 | | | 1,000.00 |
| ✓ | 4050004000 | Fed Grants... | Cred. | 1,000.00 | 383211 | HSC6101 | | | 1,000.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |

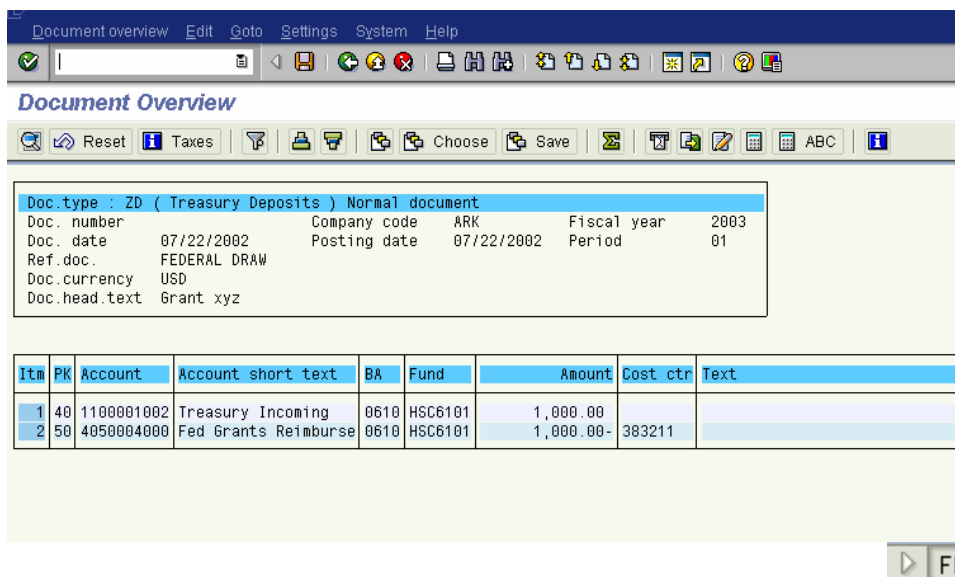
FB50

11. Line item 2. Enter the Revenue General Ledger (G/L) account deposit is to be credited to.
12. Enter Credit under D/C field.
13. Enter amount of deposit or an * in amount to bring in same amount as in Line item 1.
14. Enter Cost Center then hit the enter key on the keyboard. Be sure the fund derived from the cost center is the same fund that was entered on the debit to cash line.
15. Click on Simulate button for an overview of the document, if desired.

Topic 4-1

CREATING SINGLE DEPOSIT SLIPS

Create ZD Deposit Document – Transaction FB50



Document Overview

Doc.type : ZD (Treasury Deposits) Normal document

| | | | | | |
|---------------|--------------|--------------|------------|-------------|------|
| Doc. number | 07/22/2002 | Company code | ARK | Fiscal year | 2003 |
| Doc. date | 07/22/2002 | Posting date | 07/22/2002 | Period | 01 |
| Ref.doc. | FEDERAL DRAW | | | | |
| Doc.currency | USD | | | | |
| Doc.head.text | Grant xyz | | | | |

| Itm | PK | Account | Account short text | BA | Fund | Amount | Cost ctr | Text |
|-----|----|------------|----------------------|------|---------|-----------|----------|------|
| 1 | 40 | 1100001002 | Treasury Incoming | 0610 | HSC6101 | 1,000.00 | | |
| 2 | 50 | 4050004000 | Fed Grants Reimburse | 0610 | HSC6101 | 1,000.00- | 383211 | |

FB50

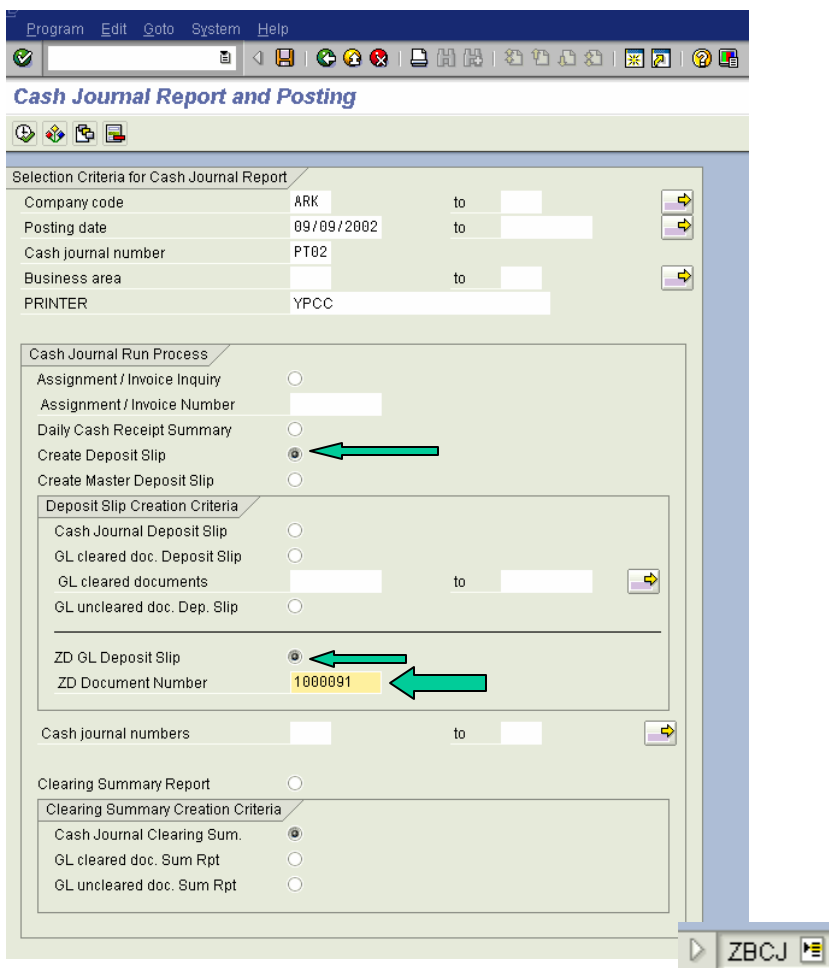
16. Click on the park icon.
17. A message will display with the document number that was parked.
18. The user with the GL Supervision role will review and post the parked document.


Note: The GL transaction, FB50, is a park and post function. The same user that parks the document cannot post it.

Topic 4-2

CREATING SINGLE DEPOSIT SLIPS

Create and Print Deposit Slip – Transaction ZBCJ

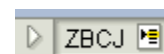
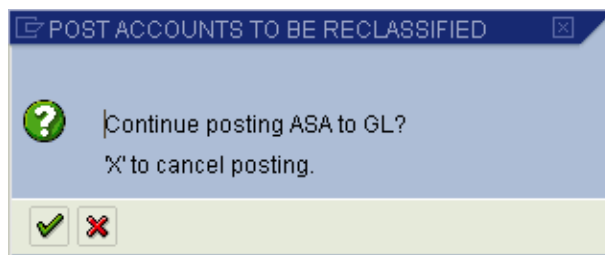


19. Go to ZBCJ to create the deposit slip.
20. Complete Posting Date, Cash Journal No., and Printer fields.
21. Click on “Create Deposit Slip” button.
22. Click on ZD GL Deposit slip.
23. Enter document number
24. Click on execute. 

Topic 4-2

CREATING SINGLE DEPOSIT SLIPS

Create and Print Deposit Slip – Transaction ZBCJ

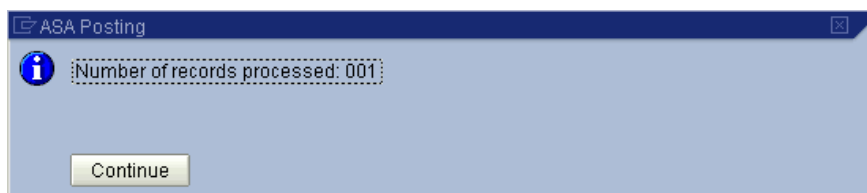


25. Note: If this is a Special Revenue deposit, a message box will display asking if you want to post ASA to G/L. Click on the green check mark.



Click on Continue button to finish deposit.

Continue



IMPORTANT:

If a need arises to re-print a deposit slip, the ASA posting box will pop up again.

CLICK ON THE RED X.

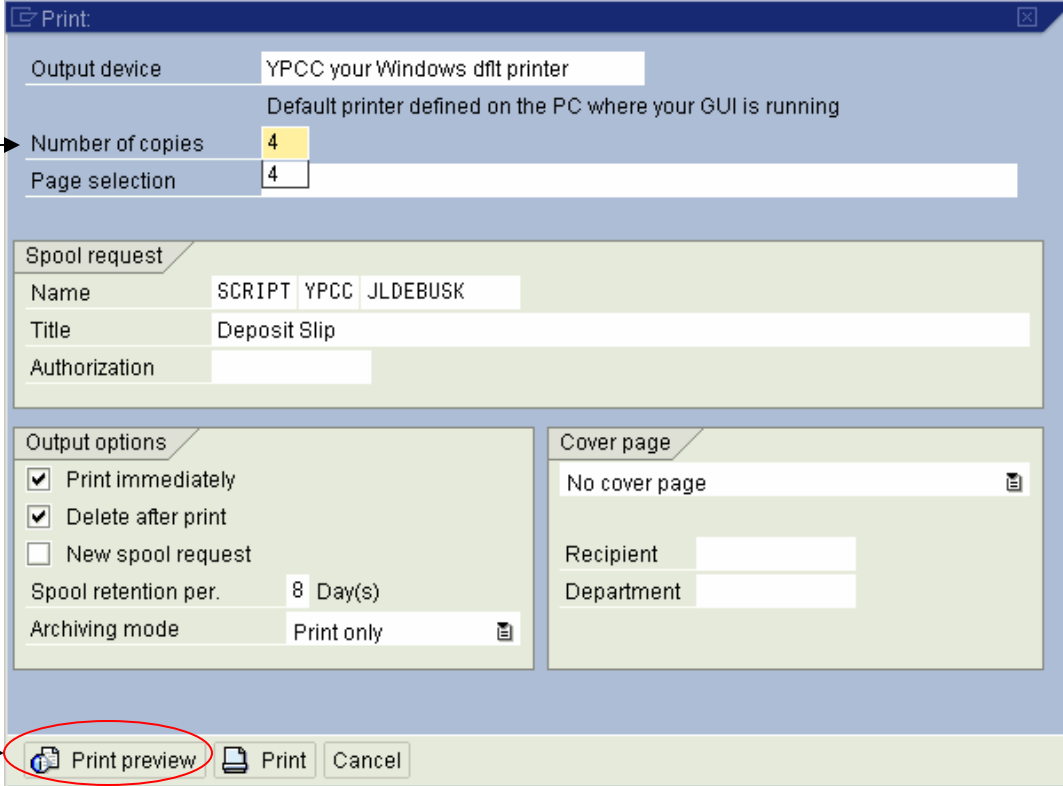


The ASA posting action will create a PARKED ZM document that will be posted at the end of the day by DFA Office of Accounting. Clicking on the green check more than once will create duplicate documents.

Topic 4-2

CREATING SINGLE DEPOSIT SLIPS

Create and Print Deposit Slip – Transaction ZBCJ



Print:

Output device: YPCC your Windows dfit printer
Default printer defined on the PC where your GUI is running

Number of copies: 4

Page selection: 4

Spool request

Name: SCRIPT YPCC JLDEBUSK

Title: Deposit Slip

Authorization:

Output options

☒ Print immediately

☒ Delete after print

☐ New spool request

Spool retention per.: 8 Day(s)



Archiving mode: Print only

Cover page

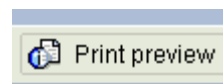
No cover page

Recipient:

Department:

 Print preview  Print Cancel

26. Enter number of copies desired. Four (4) copies is recommended.
27. Click on Print Preview button (optional).



Topic 4-2
CREATING SINGLE DEPOSIT SLIPS
Create and Print Deposit Slip – Transaction ZBCJ

ARKANSAS REVENUE RECEIPTS DEPOSIT

Date: 09/09/2002
Agency: 0900 - DEPT OF PARKS AND TOURISM

Page: 1 of 1 For Treasury Use Only: Receipt # _____


| Fund | Revenue GL Account | Payment Doc. Number | Amount |
|---------|--------------------|---------------------|--------|
| HGA0100 | 4031082000 | 1000091 | 100.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | 100.00 |

DEPOSIT COMPOSITION

Checks _____
EFT _____
Currency _____
Coin _____
_____Total Deposit _____

____ Direct to Treasury
____ Remote Deposit Bank # _____
____ Treasury Branch Deposit Bank _____
Bank Location _____

Agency Name: DEPT OF PARKS AND TOURISM
Telephone #: _____
Address:

28. Review deposit slip for accuracy. The deposit slip must have a payment document number to be accepted by the Treasurer's office. No document number indicates there are unposted items.
29. Click on the print icon when ready. 



Topic 4-2

CREATING SINGLE DEPOSIT SLIPS

Create and Print Deposit Slip – Transaction ZBCJ

29. Complete Deposit slip manually. Note: ZBCJ only creates a form. It does not allow for interactive input by the user on the screen. The Deposit Composition section must be completed.



THIS PAGE LEFT BLANK INTENTIONALLY.